

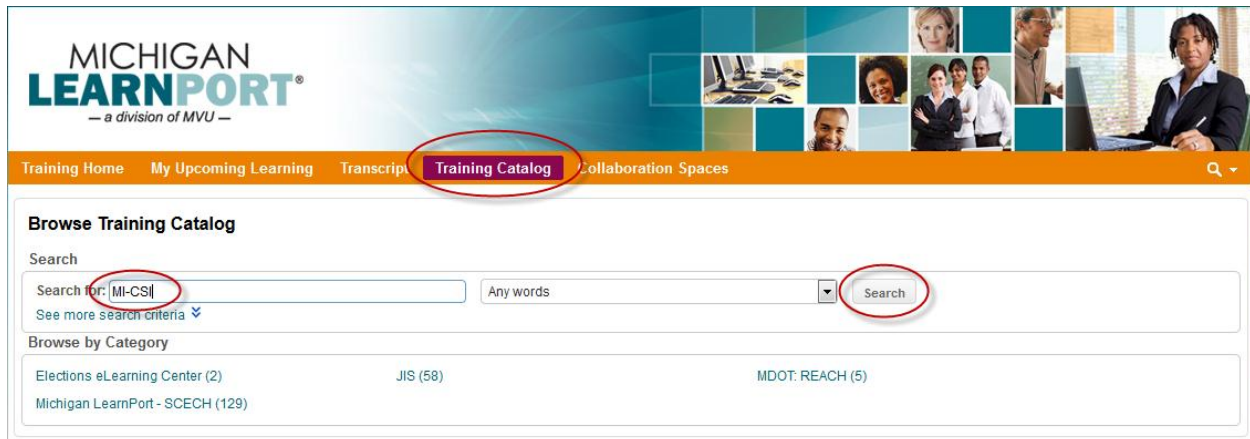
Accessing & Completing the MI-CSI Course in LearnPort

This document will cover how to 1) access, 2) work through and 3) complete the MI-CSI course in LearnPort.

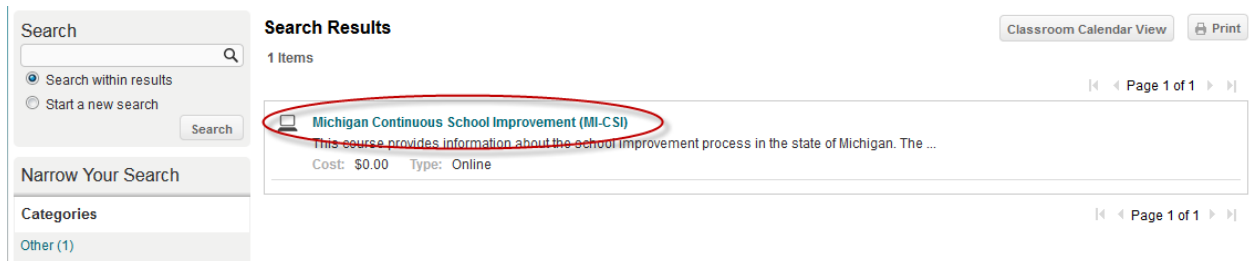
Part 1: Accessing the Michigan Continuous School Improvement (MI-CSI) Course in LearnPort

1) Go to <https://mi.learnport.org/> and login. If you do not currently have a LearnPort account click on **Create Account** and follow the steps to create a new account.

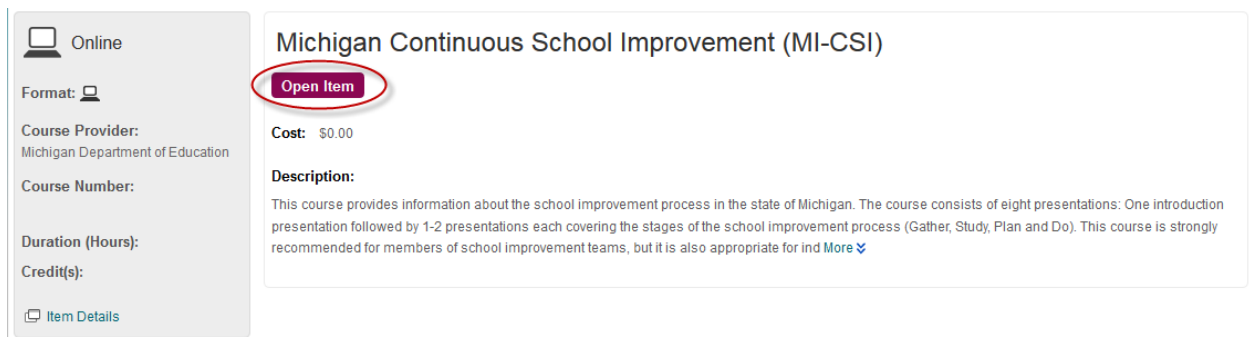
2) Click on the **Training Catalog** on the navigation bar at the top of the page. Enter “MI-CSI” in the search field and click the **Search** button.



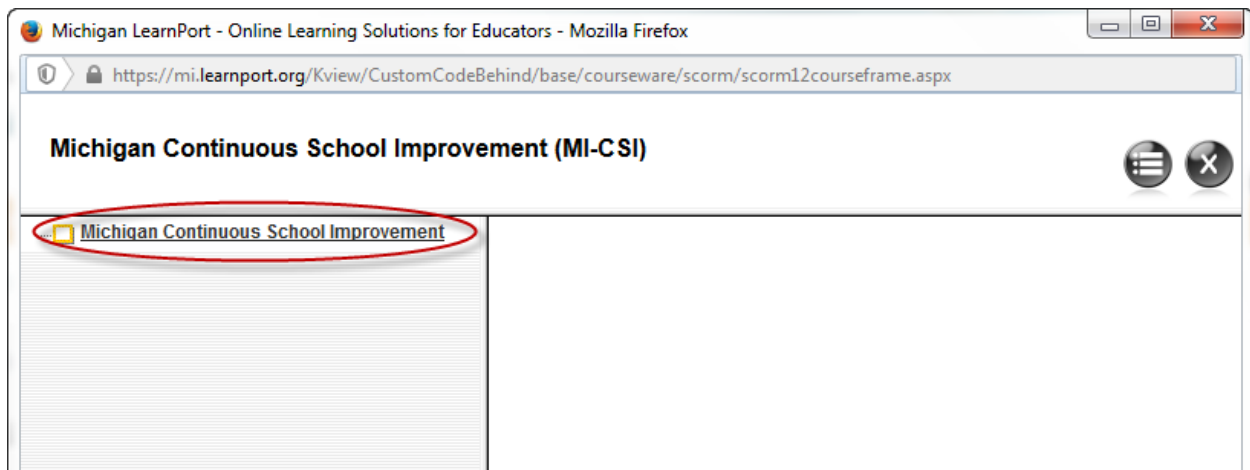
3) In the search results click on **Michigan Continuous School Improvement (MI-CSI)**.



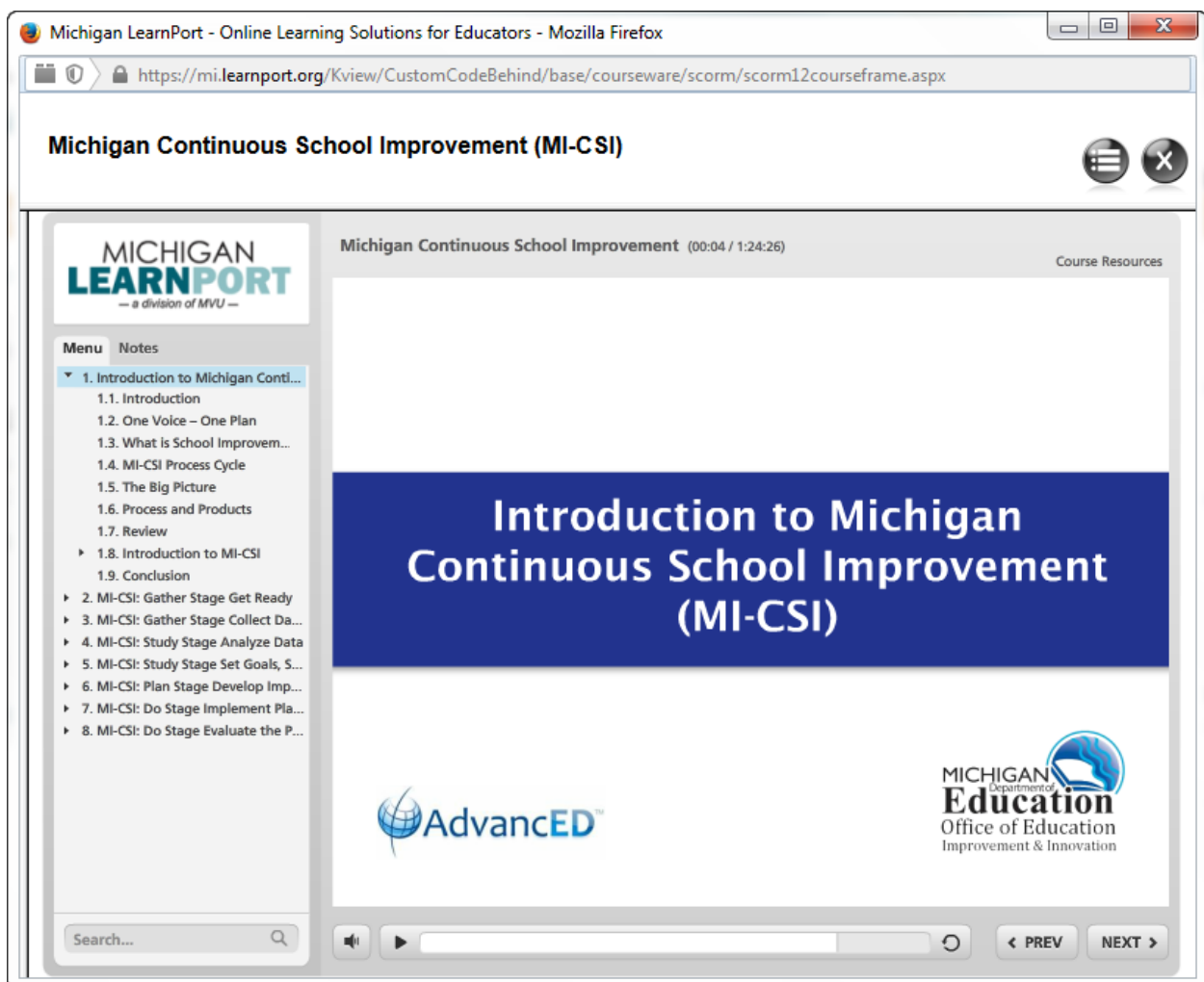
4) On the course page, click **Open Item** button to enroll and open the course.



5) In the course window that opens, click the course title in the menu on the left to open the course.

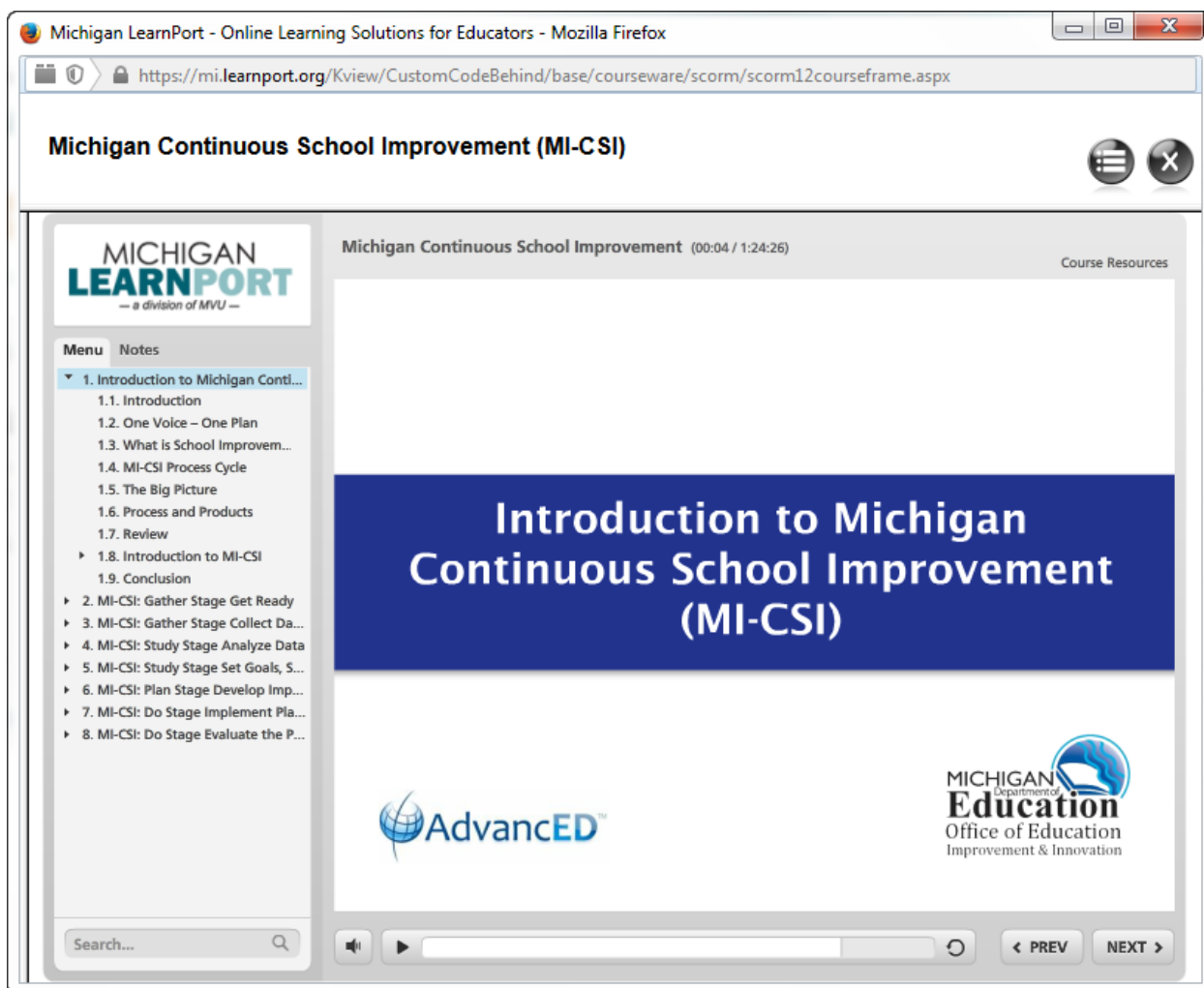


6) The course will open and will begin to play automatically.

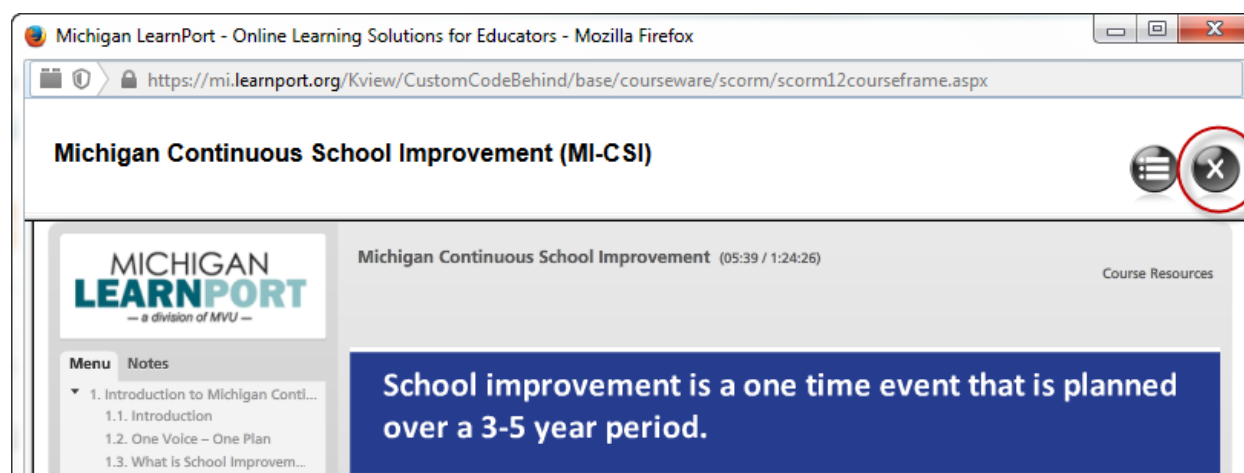


Part 2: Working Through the Michigan Continuous School Improvement (MI-CSI) course in LearnPort

1) The presentations will play automatically. Some slide contain additional links or quiz questions that you will need to respond to. In those cases, you will need to use the **Next** button to continue on to the next page. You can use the menu on the left to navigate through the presentations. You can also click on the **Notes** tab on the left to read along with the text of each page as you listen.



2) You do not have to complete the course in one sitting. You may leave the course at any time by clicking on the X button on the top right corner of the course window. Respond to the pop up window that asks "Are you sure you want to exit this course?" by clicking the **OK** button. You can logout and leave the course completely.



3) At a later date, return to the course by logging in at <https://mi.learnport.org/>. Click on **Transcript** tab on the top navigation bar and then click the course title to return to the course.

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Training Home My Upcoming Learning **Transcript** Training Catalog Collaboration Spaces

Views

All My Training (11)

Title	Type	Status	Score	Start Date	Completion Date	Credit Type	Credit Hours	Action
Michigan Continuous School Improvement (MI-CSI)	SCORM 1.2	Started		10/2/2015		N/A	N/A	

4) On the course page, click the Resume button to reopen the course.

Online

Format:

Course Provider:
Michigan Department of Education

Course Number:

Michigan Continuous School Improvement (MI-CSI)

You first accessed this item on 10/2/2015. [View Details](#)

Resume

Cost: \$0.00

5) The course will ask “Would you like to resume where you left off?”. Click the **Yes** button to resume on the same slide where you were previously working.

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Michigan Continuous School Improvement (00:00 / 1:24:26)

Course Resources

Menu Notes

- 1. Introduction to Michigan Conti...
- 2. MI-CSI: Gather Stage Get Ready
- 3. MI-CSI: Gather Stage Collect Da...
- 4. MI-CSI: Study Stage Analyze Data
- 5. MI-CSI: Study Stage Set Goals, S...
- 6. MI-CSI: Plan Stage Develop Imp...
- 7. MI-CSI: Do Stage Implement Pla...
- 8. MI-CSI: Do Stage Evaluate the P...

Resume

Would you like to resume where you left off?

Yes No

Search...

< PREV NEXT >

6) You may repeat the process above as many times as you like to complete the course. There are 8 presentations in the whole course so you may want to set aside time to watch each presentation separately.

Part 3: Completing the Michigan Continuous School Improvement (MI-CSI) Course.

1) When you reach the last slide of the last presentation in the course, exit the course as you did previously by clicking on the large circle X button on the top right corner of the course window. The course page will now say “You completed this item on...” followed by the date of your completion.

The screenshot shows the course page for "Michigan Continuous School Improvement (MI-CSI)". On the left, there is a sidebar with "Online" format, "Course Provider: Michigan Department of Education", "Course Number:", "Duration (Hours):", "Credit(s):", and an "Item Details" link. The main content area shows the course title, a "View Details" link (circled in red), and a message: "You completed this item on 10/2/2015." Below this is an "Open New Attempt" button. The "Cost" is \$0.00. The "Description" states: "This course provides information about the school improvement process in the state of Michigan. The course consists of eight presentations: One introduction presentation followed by 1-2 presentations each covering the stages of the school improvement process (Gather, Study, Plan and Do). This course is strongly recommended for members of school improvement teams, but it is also appropriate for ind More".

2) To view or print your certificate of completion click on the **Transcript** button in the navigation bar at the top of the page. Then click the **View Certificate** button at the end of the row with the course title.

The screenshot shows the "Michigan Learnport" Training Home page. The navigation bar includes "Training Home", "My Upcoming Learning", "Transcript" (circled in red), "Training Catalog", and "Collaboration Spaces". Below the navigation bar, there are "Views" for "All My Training", "Curriculums", "External Learning", "Required Training", and "Certifications". A "MORE INFORMATION" section lists "Waived Prerequisites", "Required Training Exemptions", and "Expired Incomplete Content". Below this is a table titled "All My Training (10)". The table has columns: Title, Type, Status, Score, Start Date, Completion Date, Credit Type, Credit Hours, and Action. The first row shows "Michigan Continuous School Improvement (MI-CSI)" with status "Completed" and completion date "10/2/2015". The "Action" column for this row has a "View Certificate" button (circled in red).

Title	Type	Status	Score	Start Date	Completion Date	Credit Type	Credit Hours	Action
Michigan Continuous School Improvement (MI-CSI)	SCORM 1.2	Completed		10/2/2015	10/2/2015	N/A	N/A	View Certificate

3) A pdf document containing your completion certificate will open. You can save the pdf or print it.

